



Personnel Administration Tutorial

INTRODUCING Fast Entry Hire Action PA42



What Will I Learn?

As an experienced PA user, you will be able to:

Process new hires using the Fast Entry Transaction (PA42)



Why Was This Developed?

To simplify and expedite the hiring process.



What's New?

The Fast Entry Hiring Action combines several of your most important infotypes into ONE SCREEN.

- ✓ Actions – IT0000
- ✓ Personal Data – IT0002
- ✓ Organizational Assignment – IT0001
- ✓ Addresses (Permanent Res)- IT0006
- ✓ Additional Personal Data – IT0077
- ✓ Residence Status- IT0094
- ✓ Planned Working Time – IT0007
- ✓ Bank Details- IT0009
- ✓ Residence Tax Area – IT0207
- ✓ Work Tax Area – 0208
- ✓ Unemployment State - 0209



What's In It For Me?



- Reduces key strokes by more than 50%
- Creates many infotypes in the background

COMPLETE ONLY FOUR (4) SCREENS

- ✓ New Hire Fast Entry Screen
- ✓ Basic Pay- IT0008
- ✓ Withholding Info W4/W5 (AR) – IT0210
- ✓ Withholding Info W4/W5 (FED)- IT0210



Here's What It Looks Like.

The screenshot displays the 'New Hire Fast Entry Screen' within the SAP HR Master Data application. The interface includes a standard SAP menu bar at the top with options like 'Edit', 'Goto', 'System', and 'Help'. Below the menu, the title 'New Hire Fast Entry Screen' is visible. The form is organized into several sections for data entry:

- Position and Identification:** Fields for Position, SSN, Valid From (09/20/2005), Action Type (Y6), and Action Reason (01 New Hire).
- Administrative Assignments:** Checkboxes for Payroll admin., Pers. admin., Time admin., Benefits Admin., and Work contract.
- Personal Information:** Fields for Last name, First name, Mid name, Address, City, Birth date, Mar. stat., Gender, Res. status (C), Ethnic orig., Address type (1 Permanent resid.), and Zip.
- Employment Details:** Fields for WS rule, Time Mgt stat (0 No Time Evaluation), Empl. % (100.00), and Ptime empl.
- Payment and Banking:** Fields for Pay method (0 ACH Paymen.), BrkDetailsTyp (0 Main bank), Bank Key, and Control key (1 CHECKING).
- Tax Information:** Fields for BankAccto, Tax area, Tax area (AR), Tax Auth (AR), and Pers No. (0).

At the bottom right of the screen, a status bar shows 'EQS (1) (100) 3 sapsaps OVR'.



Before You Begin

- **CHECK** for previous state employment.
- **CONTACT** OPM/State Payroll Systems to **REQUEST** a search of all participating AASIS agencies for previous employment.
- **VERIFY** the employee's social security number, permanent address information, bank information for direct deposit and W4/W5 information.

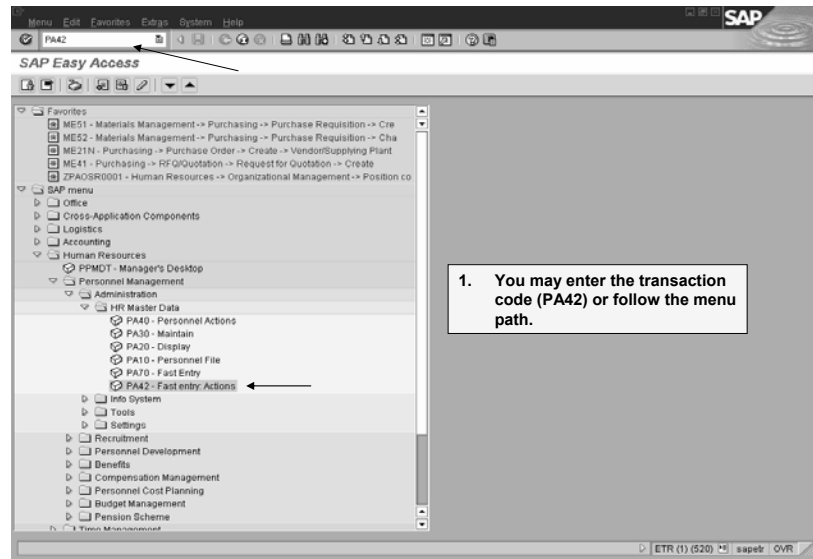


Demonstration

Fast Entry - Hire

Human Resources > Personnel Management >
Administration > HR Master Data > Fast Entry Actions (PA42)

Fast Entry-Hire



Fast Entry-Hire

The screenshot shows the SAP 'Fast Entry for Actions' screen. It includes a menu bar at the top with options like 'HR Master Data', 'Edit', 'Delete', 'Entries', 'Utilities', 'Settings', 'System', and 'Help'. The main area is titled 'Fast Entry for Actions'. Below this, there is a 'From' field with the value '091105'. A table titled 'Personnel Actions' is visible, with columns for 'Action Type', 'Personn.', 'EE group', and 'EE subg.'. The 'Action Type' column has a value 'Fast Entry for Hire'. At the bottom right, there is a status bar with the text 'EOS (1) (100) sapegs OVR'. Four numbered callouts are present: '1. Execute' points to the 'Fast Entry for Actions' title; '2. Enter hire date' points to the 'From' field; '3. Select Fast Entry Infotype' points to the 'Action Type' column; and '4. Execute' points to the 'Fast Entry for Hire' value in the 'Action Type' column.

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Personnel Actions: This is the initial screen to begin the hiring process.

Do not enter a number in the "Personnel no." field. This number will generate automatically from the system. Verify the date of hire to make sure it is correct before you save this screen. If an incorrect hire date has been entered and saved, refer to **Troubleshooting Note #2**.



Fast Entry-Hire

HRPA Master Data Edit Goto System Help

New Hire Fast Entry Screen

Position: [] SSN: []

BusArea: [] Valid From: 09/20/2005 Payroll admin: []
Pers area: [] Action Type: Y6 Pers admin: []
Subarea: [] Action Reason: 01 New Hire Time admin: []
EE group: [] Benefits Admin: []
EE subgrp: [] Work contract: []

Last name: [] Birth date: []
First name: [] Mar stat: [] Res status: C
Mid name: [] Gender: [] Ethnic orig: []
Address: [] Address type: 1 Permanent resid. []
City: [] State: AR Zip: []

WS rule: [] Time Mgt stat: 0 No Time Evaluation [] Empl. %: 100.00 PTime empl: []

Pay method: 0 ACH Paymen. [] BnkDetailsTyp: 0 Main bank [] Bank Key: []
BankAcctNo: [] Control key: 1 CHECKING []

Tax area: []
Tax area: AR
Tax Auth: AR
Pers No.: 0

Notice important information defaults in the appropriate fields. For example: Action Reason now defaults New Hire. This can be changed when necessary by choosing from the drop-down.

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Fast Entry-Hire

New Hire Fast Entry Screen

7. Click

6. Enter Social Security number

5. Enter Position number

Position: 22125369 SSN: 123456789

BusArea: Valid From: 09/11/2005 Payroll admin. Pers admin. Time admin. Benefits Admin. Work contract

Pers area: Action Type: YB

Subarea: EE group: EE subgrp:

Last name: Birth date: Mar stat: Res status: C

First name: Mid name: Gender: Ethnic org: Address type: Permanent residen.

Address: City: State: AR Zip:

WS rule: Time Mgt stat: No Time Evaluation Empl. %: 100.00 PTime empl.

Pay method: ACH Payment f. BnkDetailsTyp: Main bank Bank key: Control key: CHECKING

BankACCTNo:

Tax area: AR TaxAuth: AR Pers No.: 0

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Fast Entry-Hire

HR Master Data Edit Goto System Help

New Hire Fast Entry Screen

Position: 22125369 SSN: 123456789

DusArea: 0610 Valid From: 09/11/2005 Payroll admin.

Pers area: FA01 Action Type: Y6 Pers.admin.

Subarea: 0AL1 Action Reason: New Hire Time admin.

EE group: Regular state EE Benefits Admin.

EE subgrp: UE Work contract

Last name: Birth date:

First name: Mar stat: Res status:

Mid name: Gender: Ethnic orig:

Address: Address type: Permanent residen.

City: State: AR Zip:

WG rule: OPEN00 Time Mgt stat: Time Eval of Actual S. Empl. %: 100.00 PTime empl:

Pay method: ACH Payment f. BnkDetailsTyp: Main bank Bank key:

BankAcctNo: Control key: CHECKING

Tax area: AR

Tax area: AR

Tax Auth: AR AR

Pers No.: 0

Notice, once you click enter important information defaults from the position.

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Fast Entry-Hire

HRPA Master Data Edit Goto System Help

New Hire Fast Entry Screen

Position	22876787	SSN	123456789		
BusArea	8545	Valid From	09/11/2005	Payroll admin.	Ida L Hampton
Pers area	HL98	Action Type	Y6	Pers admin.	Marilyn J Wynn
Subarea	DAL1	Action Reason	New Hire	Time admin.	Joyce A Watson
EE group	Regular state			Benefits Admin	Deborah Shelton
EE subgrp	UE			Work contract	1000 Hours/Year
Last name	Dixon			Birth date	82251966
First name	Mason			Mar stat.	0
Mid name				Gender	MALE
Address	P O BOX 2918			Res status	C
City	Little Rock			Ethnic orig	White/No.
				Address type	Permanent residen.
				Zip	72216
WG rule	OPEN08	Time Mgt stat		Time Eval of Actual B.	
				Empl. %	100.00
				Ptime empl	
Pay method	ACH Payment f.	BankDetailsTyp	Main bank	Bank Key	282875235
BankAcctNo	123454121			Control key	CHECKING
Tax area	AR	10. Enter employee's personal data			
Tax area	AR				
Tax area	AR				
Tax Auth	AR				
Pers No.	0	11. Enter bank key and account # for direct deposit The bank control key can be changed to Savings or left blank for warrant.			

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Fast Entry-Hire

New Hire Fast Entry Screen

Position: 22104955 SSN: 123456789

BusArea: 0645 Valid From: 09/11/2005 Payroll admin: 100 Veronica Willa...
Pers area: HC 13 Action Type: YB Pers admin: 101 Rhonda Watkins...
Subarea: DAL 1 Action Reason: 01 New Hire Time admin: 101 Rhonda Watkins...
EE group: 1 Regular stat... Benefits Admin: 103 Joyce A Watson

EE subgroup: Bank Key (1)

Restrictions

Last name: _____
First name: _____
Mid name: _____
Address: _____
City: _____
City: **LITTLE ROCK**
Bank country: _____
Bank Key: _____
Bank name: _____
Bank number: _____
SWIFT code: _____
Bank Branch: _____
Street: _____
Maximum no. of hits: 500

If you need to search for the bank key (bank routing number), type the city name in ALL CAPS and green check.

EGS (1) (100) sapsys Over



Fast Entry-Hire

Bank Key (1) 32 Entries Found

Restrictions

New Hire

Bank country: US

Bank Key	Name of bank	City	Bank Chan...
082000138	FEDERAL RESERVE BANK-LR	LITTLE ROCK	
082001179	EAGLE BANK AND TRUST CO.	LITTLE ROCK	
082001247	METROPOLITAN NATL BK	LITTLE ROCK	
082001687	BANK OF LITTLE ROCK	LITTLE ROCK	
082001700	ARKANSAS BANKERS BANK	LITTLE ROCK	
082001881	BANCORP SOUTH BANK	LITTLE ROCK	
082007791	PULASKI BK & TR CO	LITTLE ROCK	
082007830	ONE NATIONAL BANK	LITTLE ROCK	
082008563	THE CAPITAL BANK	LITTLE ROCK	
082086689	ARKANSAS EDUCATION ASSOCIATION FCU	LITTLE ROCK	
082902320	FIRST BANK OF SOUTH ARKANSAS	LITTLE ROCK	
111925032	BANK OF THE OZARKS	LITTLE ROCK	
282075057	TELCOE FEDERAL CREDIT UNION	LITTLE ROCK	
282075138	ARKANSAS TEACHERS FEDERAL CU	LITTLE ROCK	
282075141	ARKLA FEDERAL CU	LITTLE ROCK	
282075154	ARKANSAS STATE HOSPITAL EMP FCU	LITTLE ROCK	
282075170	BAPTIST HEALTH FEDERAL CREDIT UNION	LITTLE ROCK	
282075219	DILLARD'S FEDERAL CREDIT UNION	LITTLE ROCK	
282075235	ARKANSAS EMP FED CU	LITTLE ROCK	
282075251	ELECTRIC COOPERATIVES FCU	LITTLE ROCK	
282075303	UNITED ARKANSAS FEDERAL CREDIT UNION	LITTLE ROCK	
282075374	LITTLE ROCK TEACHERS CREDIT UNION	LITTLE ROCK	
282075390	TRUSERVICE COMMUNITY FEDERAL CU	LITTLE ROCK	
282075413	LITTLE ROCK FIRE DEPARTMENT FCU	LITTLE ROCK	
282075471	MEMBER SERVICE FCU	LITTLE ROCK	
282075487	TELCOE FEDERAL CREDIT UNION	LITTLE ROCK	
282075523	TELCOE CU	LITTLE ROCK	
282075536	UNITED ARKANSAS FEDERAL CREDIT UNION	LITTLE ROCK	
282075552	VA HOSPITAL FEDERAL CREDIT UNION	LITTLE ROCK	
682060002	DATAMATIC FINANCIAL SERVICES INC.	LITTLE ROCK	

32 Entries Found

1 Permanent resid...

Select bank by name.

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Fast Entry-Hire

HRPA Master Data Edit Go System Help

SAP

New Hire Fast Entry Screen

Position SSN

BusArea Valid From 09/20/2005 Payroll admin.

Pers area Action Type Y0 Pers admin.

Subarea Action Reason 01 New Hire Time admin.

EE group Benefits Admin

EE subgrp Work contract

Last name Birth date

First name Mar stat Res status C

Mid name Gender Ethnic org

Address Address type 1 Permanent resid.

City State AR Zip

WS rule Time Mgt stat 0 No Time Evaluation Empl. % 100.00 PTime empl.

Pay method P Warrant for P. BankDetailsTyp 0 Main bank Bank Key

BankAcctNo Control key

Tax area

Tax area AR

Tax Auth AR

Pers No. 0

1 CHECKING
2 SAVINGS

If Warrant for Payroll is selected, you must choose the blank space for the Control key.

EGS (1) (100) *S sapéqs OVR



Fast Entry-Hire

HRPA Master Data | Edit | Query | System | Help

← New Hire Fast Entry Screen

12. Execute or Save

Position	22876787	SSN	
BusArea	0645	Valid From	09/11/2005
Pers area	HL98	Action Type	Y6
Subarea	0AL1	Action Reason	New Hire
EE group	Regular state	Payroll admin.	Ida L. Hampton
EE subgrp	UT	Pers admin.	Marilyn J. Wynn
		Time admin.	Joyce A. Watson
		Benefits Admin.	Deborah Shelton
		Work contract	1000 Hours/Year

Last name	Dixon	Birth date	02251966	Res status	C
First name	Mason	Mar stat	0	Ethnic orig	White/No
Mid name		Gender	MALE	Address type	Permanent residen.
Address	P O BOX 2918			Zip	72216
City	Little Rock	State	AR		

WD rule	OPEN08	Time Mgt stat	Time Eval of Actual B.	Empl. %	100.00	PTime empl.	
Pay method	ACH Payment f.	BrkDetailsTyp	Main bank	Bank Key	282075235		
BankAcctNo	123454121			Control key	CHECKING		

Tax area	AR
Tax area	AR
Tax Auth	AR AR
Pers No.	0

If you missed entering information in a (required) Fast Entry field, the infotype containing that field will appear for you to complete.

EOS (1) (100) -> | save | OVR



Fast Entry-Hire

infotype Edit Data Wage types Entry System Help

Create Basic Pay

Salary amount Payments and deductions

Personnel No. 52218 Name Mason, D. Status Active
EE group 1 Regular State Em. Personnel ar HL98 Department of Health
EE subgroup UE Employee SSN 123-45-6789
Start 09/11/2005 to 12/31/9999

Subtype 0 Basic contract

Reason 13. Enter reason code

Capacity utilization level 188.00
Work hours/period 80.00 Bi-weekly

PS type 01 Classified
PS area 01 State of Arkansas
PS group 10 Level 01 Annual salary USD

Wage Type Long Text	Amount	Curr. It.	A. Number	Unit
1000 Hourly rate		USDN		
		USDN		
		USDN		
		USDN		
		USDN		
		USDN		

IV 09/11/2005 12/31/9999 0.0000 USDN Payroll Simulation

Make an entry in all required fields

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This is the first screen to show the Personnel number.

13. Enter reason code

Notice an error message appears indicating there is mandatory information required on this infotype.



Fast Entry-Hire

14. Click

15. Save

When the 02 reason code is entered for 'New Hire at band 1', hit ENTER to see the minimum annual salary as shown below.

Annual salary will be changed to minimum from range (25,142.00 - 25,142.00) - rule (0002)



Fast Entry-Hire

SAP

Create Basic Pay

Salary amount Payments and deductions

Personnel No. 52218 Name Reason D. Status Active
EE group 1 Regular State Em. Personnel ar HL98 Department of Health
EE subgroup UE Employee SSN 123-45-6789
Start 09/11/2005 to 12/31/9999

Subtype 0 Basic contract

Salary

Reason 07 1300 Capacity util. level 100.00
PS type 01 Classified Work hoursperiod 88.88 Bi-weekly
PS area 01 State of Arkansas
PS group 18 Level 01 Annual salary 25,142.00 USD

Wt. Wage Type Long Text O Amount Curr. L A Number/Unit Unit

1000	Hourly rate	12.0875	USDN	✓		
			USDN			
			USDN			
			USDN			
			USDN			

IV 09/11/2005 12/31/9999 12.0875 USDN Payroll Simulation

Save your entries

EGS (2) (100) *H sapsql OVR

If a different reason code is used, you must enter the hourly rate amount.



Fast Entry-Hire

The screenshot shows the SAP 'Create Withholding Info W4/W5 US' form. The form is divided into several sections: Personnel data, Status, Exemptions, Withholding adjustments, and Overrides. Annotations are present:

- 17. Click or save**: Points to the 'Save' button in the top left corner of the form.
- 16. Enter filing status for AR**: Points to the 'Filing Status' dropdown menu, which is currently set to 'AR' (Arkansas). Below this, a note states: 'Note: If necessary, complete other fields.'

The form contains the following data:

Field	Value
Personnel No.	52218
EE group	1 Regular
EE subgroup	UE Employee
Start	09/11/2005 to 12/31/9999
Department	Department of Health
SSN	123-45-6789
Status	Active
Tax authority	AR Arkansas
Filing Status	AR
Exemptions	None
Withholding adjustments	None
Overrides	None



Fast Entry-Hire

InfoType Edit Goto Extras System Help

Create *Withholding Info W4/W5 US*

Personnel No. 52218 Status Active
EE group 1 Regular Status Department of Health
EE subgroup UE Employee SSN 123-45-6789
Start 09/11/2005 to 12/31/9999

19. Click or save

18. Enter Filing status for FED Note: If necessary complete other fields.

Status
Tax authority FED Federal
Filing Status

Exemptions
Allowances
Tax Exempt Indicator ☐ IRS mandates

Withholding adjustments
Add withholding USD
Default formula 1 PERCENTAGE M. Alternative formula

VV-5 filing status
EIC status

Overrides (from InfoType 0234)

From date	End Date	Supplemental met.	Tax override	Em...

Make an entry in all required fields

EGS (1) (100) saeqs OVR

Fast Entry-Hire

The screenshot shows the SAP 'Fast Entry for Actions' window. At the top, there's a menu bar with options like HZ, Master Data, Edit, Goto, Entries, Utilities, Settings, System, and Help. Below the menu is a toolbar with various icons. The main title is 'Fast Entry for Actions'. Underneath, there's a search field labeled 'From'. The central part of the screen displays a table titled 'Personnel Actions'. The table has four columns: 'Action Type', 'Personn.', 'EE group', and 'EE subg.'. The first row is highlighted and contains the text 'Fast Entry Hire'. To the right of the table, there's a vertical scrollbar. On the far right, there's a large black box with white text that reads: 'Congratulations! You have completed the Fast Entry Hire Action!'. At the bottom of the screen, there's a status bar showing 'EOB (1) (100)' and some other system information.

Congratulations!
You have completed
the Fast Entry Hire
Action!